



## **PRINCIPAL CIVIL ENGINEER**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To plan, organize and manage, through subordinate supervisors, the work of professional and technical staff in the Engineering Division in such areas as design services, private development, infrastructure management, and computer mapping; to coordinate engineering activities with other divisions and departments; and to provide staff assistance to the Deputy Public Works Manager - Engineering.

### **Supervision Received and Exercised:**

Receives direction from the Deputy Public Works Manager - Engineering or from other supervisory or management staff.

Exercises direct supervision over subordinate supervisors, and professional and technical staff.

### **Examples of Duties:**

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Plan, prioritize, assign, supervise and review the work of staff involved in engineering design, infrastructure management, private development, and computer mapping activities.
- Evaluate engineering operations and activities related to design, infrastructure management, private development, and computer mapping; recommend improvements and modifications; prepare various reports on section operations and activities.
- Determine the scope of engineering projects; prepare requests for proposals and contracts for consulting services; review plans of consulting engineers and private contractors; make technical engineering decisions; and establish technical criteria and standards.
- Participate in the development and implementation of goals, objectives, policies, and priorities related to the Engineering Division.

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### Principal Civil Engineer (continued)

- Develop and prepare recommendations and technical reports related to engineering matters; advise the City Council and Planning and Zoning Commission on engineering related matters.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Participate in the development of the Engineering Division budget; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; and participate in budget administration.
- Develop budgetary information for projects to be implemented by section, and administer, coordinate and monitor budget for section after it is adopted.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Make public presentations before other governmental and private groups and organizations.
- Prepare or supervise preparation of programs to meet the future public works needs of the community.
- Negotiate professional service agreements, and cooperative project agreements with other agencies; locate sources and obtain outside funding for public works projects.
- Assist City Engineer in planning work schedule's, determining project assignments; assist in prioritizing infrastructure improvement and maintenance needs of City facilities.
- Assist in resolving work problems and interpret administrative policies to subordinates, other departments, consultants, contractors and the public.
- Act in the absence of the City Engineer as required.
- Perform related duties as assigned.

### **Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

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**Experience:**

Four years of increasingly responsible professional civil engineering experience including two years of lead supervisory and project management responsibility.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil or structural engineering or related field.

**Licenses/Certifications:**

May require the possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

Possession of a Certificate of Registration as a professional civil engineer in the State of Arizona.

**This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.**

**Job Code: 6104**

**Salary Range: 46**

**FLSA: Exempt**